

MySWRB guide

How to renew your Practising Certificate through MySWRB

Step 1 – Login

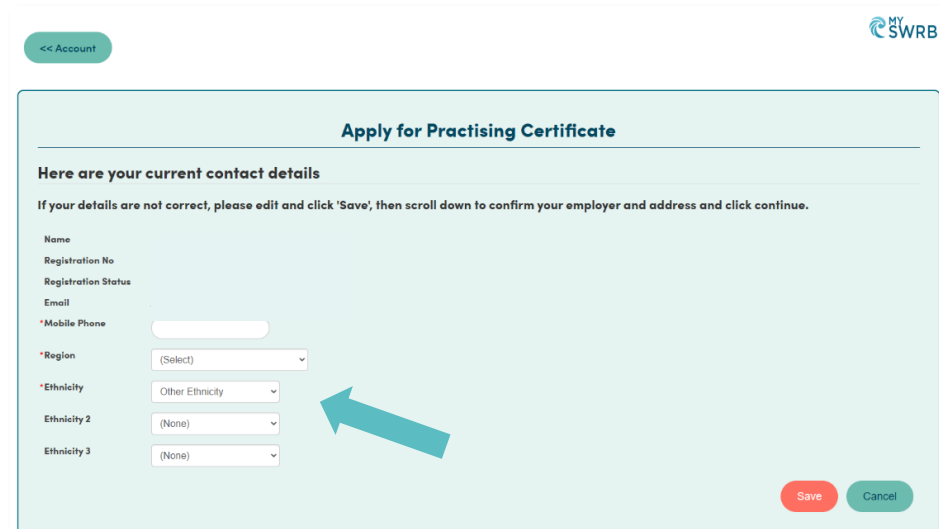
- Go to my.swrb.govt.nz.
- Enter your username email and your password.
- Click 'Sign in' to log in to your MySWRB account.

Step 2 – 'Apply for practising certificate'

- Click the 'Apply for my practising certificate' (or 'Renew my practising certificate') button on the right side of the page to start the practising certificate renewal process.

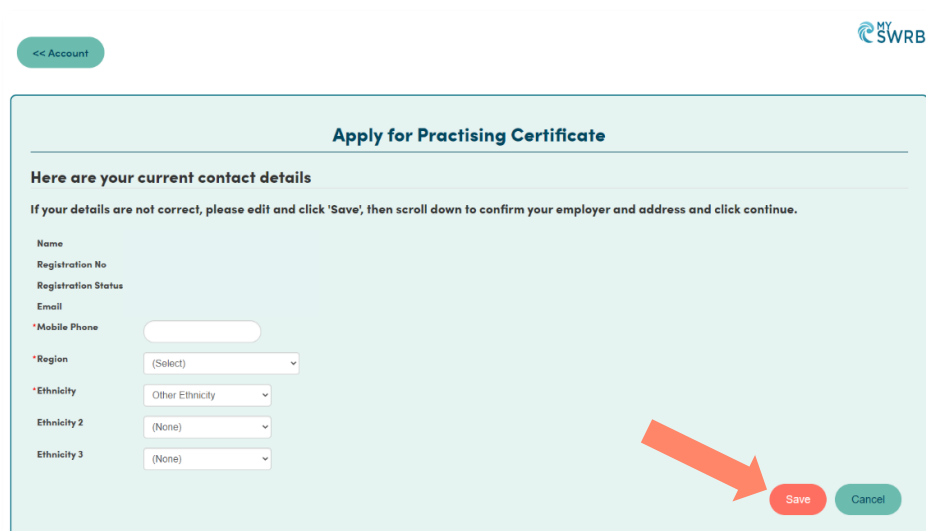
Step 3 – Confirm details

- Update your personal details.



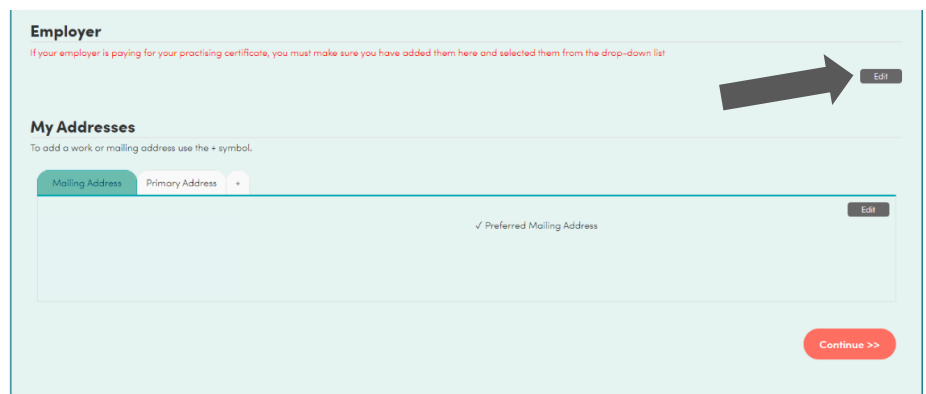
The screenshot shows the 'Apply for Practising Certificate' form. At the top left is a '<< Account' button. At the top right is the 'MY SWRB' logo. The main heading is 'Apply for Practising Certificate'. Below it, the text reads: 'Here are your current contact details' and 'If your details are not correct, please edit and click 'Save', then scroll down to confirm your employer and address and click continue.' The form fields are: Name, Registration No, Registration Status, Email, *Mobile Phone (text input), *Region (dropdown menu with '(Select)' selected), *Ethnicity (dropdown menu with 'Other Ethnicity' selected), Ethnicity 2 (dropdown menu with '(None)' selected), and Ethnicity 3 (dropdown menu with '(None)' selected). A large blue arrow points to the 'Ethnicity' dropdown menu. At the bottom right are 'Save' and 'Cancel' buttons.

- Click 'save'.



This screenshot is identical to the previous one, showing the 'Apply for Practising Certificate' form. However, a large orange arrow points to the 'Save' button at the bottom right of the form.

- Confirm your employer and address details are up to date. You can update these by clicking the 'edit' button.



The screenshot shows two sections: 'Employer' and 'My Addresses'. The 'Employer' section has the heading 'Employer' and a note: 'If your employer is paying for your practising certificate, you must make sure you have added them here and selected them from the drop-down list'. There is an 'Edit' button with a grey arrow pointing to it. The 'My Addresses' section has the heading 'My Addresses' and a note: 'To add a work or mailing address use the + symbol.' It shows a table with two columns: 'Mailing Address' and 'Primary Address'. There is a '+' button to add a new address. Below the table, it says '✓ Preferred Mailing Address' and has an 'Edit' button. At the bottom right is a 'Continue >>' button.

- If they are correct, you can move on to the next page by clicking the 'Continue' button.

Employer
If your employer is paying for your practising certificate, you must make sure you have added them here and selected them from the drop-down list

My Addresses
To add a work or mailing address use the + symbol.

Mailing Address Primary Address +

✓ Preferred Mailing Address

Continue >>

- Review that your employer details are correct.

Review employer
Please check that this is your current employer. If not, select "Previous" and update your employer before continuing.

Company

Payment options
You now have the option to pay either an annual payment or break it down into 12 equal monthly payments. If you require an invoice for your employer, please select annual and then invoice employer at the cart

* Please select your preferred payment option (None) v

Save Cancel

<< Previous

- If they require updating, you can click the 'previous' button to return to the details page.

Review employer
Please check that this is your current employer. If not, select "Previous" and update your employer before continuing.

Company

Payment options
You now have the option to pay either an annual payment or break it down into 12 equal monthly payments. If you require an invoice for your employer, please select annual and then invoice employer at the cart

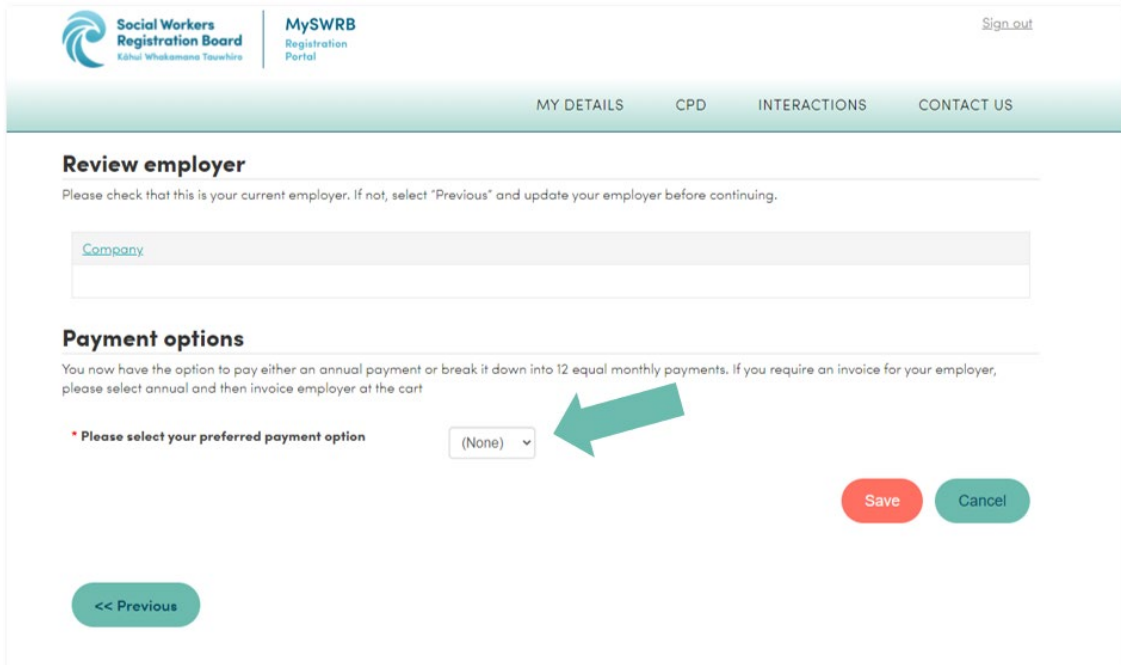
* Please select your preferred payment option (None) v

Save Cancel

<< Previous

Step 4 – Choose payment option

- If the details are correct, select your preferred payment option.
- Use the drop-down function to select whether you wish to pay your Practising certificate (annually, as a single payment or in 12 monthly instalments).



Social Workers Registration Board | **MySWRB** Registration Portal [Sign out](#)

MY DETAILS CPD INTERACTIONS CONTACT US

Review employer

Please check that this is your current employer. If not, select "Previous" and update your employer before continuing.

Company

Payment options

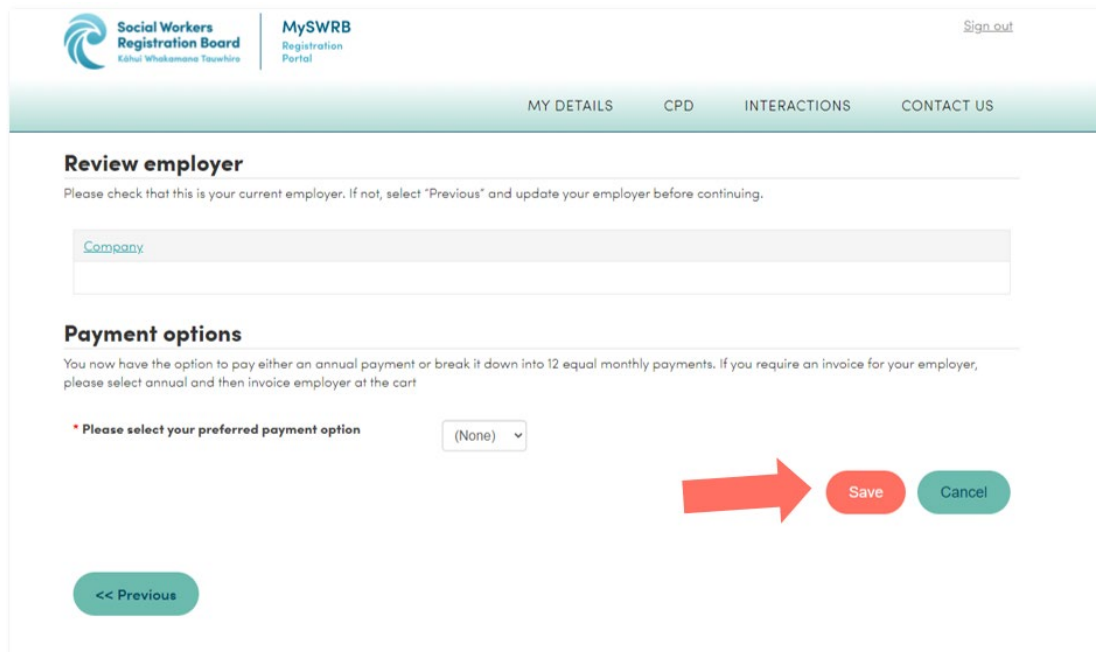
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* Please select your preferred payment option (None) ▾

Save Cancel

<< Previous

- Click the 'save' button.



Social Workers Registration Board | **MySWRB** Registration Portal [Sign out](#)

MY DETAILS CPD INTERACTIONS CONTACT US

Review employer

Please check that this is your current employer. If not, select "Previous" and update your employer before continuing.

Company

Payment options

You now have the option to pay either an annual payment or break it down into 12 equal monthly payments. If you require an invoice for your employer, please select annual and then invoice employer at the cart

* Please select your preferred payment option (None) ▾

Save Cancel

<< Previous

- A 'Continue' button will appear.
- Click this button to continue to the next page.

The screenshot shows the MySWRB portal interface. At the top, there's a header with the Social Workers Registration Board logo and navigation links: MY DETAILS, CPD, INTERACTIONS, and CONTACT US. A green banner at the top left says 'Successfully updated'. Below this, the 'Review employer' section asks the user to check their current employer. A text input field labeled 'Company' is provided. The 'Payment options' section explains that users can choose between annual or 12 monthly payments. A dropdown menu is set to 'Annual'. There are 'Save' and 'Cancel' buttons. At the bottom, there are '<< Previous' and 'Continue >>' buttons. A large green arrow points from the 'Continue >>' button towards the right.

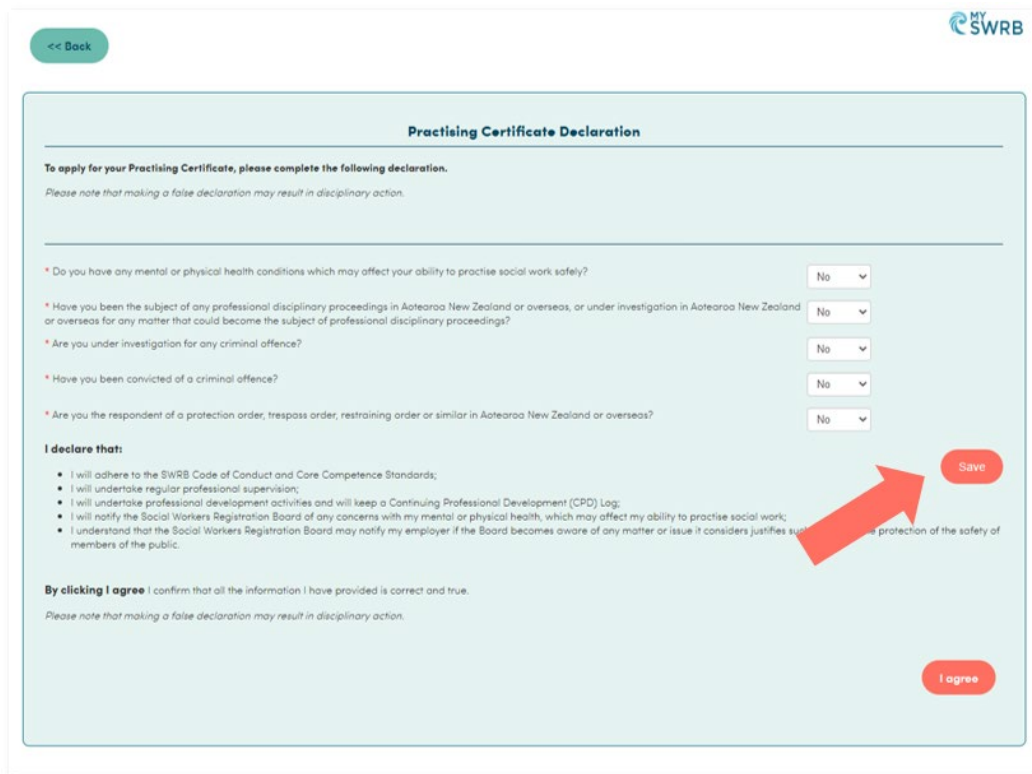
Note: If your employer already has a payment arrangement with the SWRB, simply put preferred payment option as 'annual' and click save. Then 'continue'

Step 5 – Declaration

- Complete your online declaration by answering the questions provided.

The screenshot shows the 'Practising Certificate Declaration' form. It starts with a '<< Back' button. The title is 'Practising Certificate Declaration'. Below it, a note says 'To apply for your Practising Certificate, please complete the following declaration. Please note that making a false declaration may result in disciplinary action.' There are five questions, each with a 'No' dropdown menu. A large green arrow points to the 'No' dropdown for the question 'Are you under investigation for any criminal offence?'. Below the questions, there's a section 'I declare that:' with a list of statements. At the bottom right, there are 'Save' and 'I agree' buttons. A note at the bottom says 'By clicking I agree I confirm that all the information I have provided is correct and true. Please note that making a false declaration may result in disciplinary action.'

- Once you have answered all the questions, click the ' save' button.



<< Back

MY SWRB

Practising Certificate Declaration

To apply for your Practising Certificate, please complete the following declaration.

Please note that making a false declaration may result in disciplinary action.

* Do you have any mental or physical health conditions which may affect your ability to practise social work safely? No ▾

* Have you been the subject of any professional disciplinary proceedings in Aotearoa New Zealand or overseas, or under investigation in Aotearoa New Zealand or overseas for any matter that could become the subject of professional disciplinary proceedings? No ▾

* Are you under investigation for any criminal offence? No ▾

* Have you been convicted of a criminal offence? No ▾

* Are you the respondent of a protection order, trespass order, restraining order or similar in Aotearoa New Zealand or overseas? No ▾

I declare that:

- I will adhere to the SWRB Code of Conduct and Core Competence Standards;
- I will undertake regular professional supervision;
- I will undertake professional development activities and will keep a Continuing Professional Development (CPD) Log;
- I will notify the Social Workers Registration Board of any concerns with my mental or physical health, which may affect my ability to practise social work;
- I understand that the Social Workers Registration Board may notify my employer if the Board becomes aware of any matter or issue it considers justifies such action for the protection of the safety of members of the public.

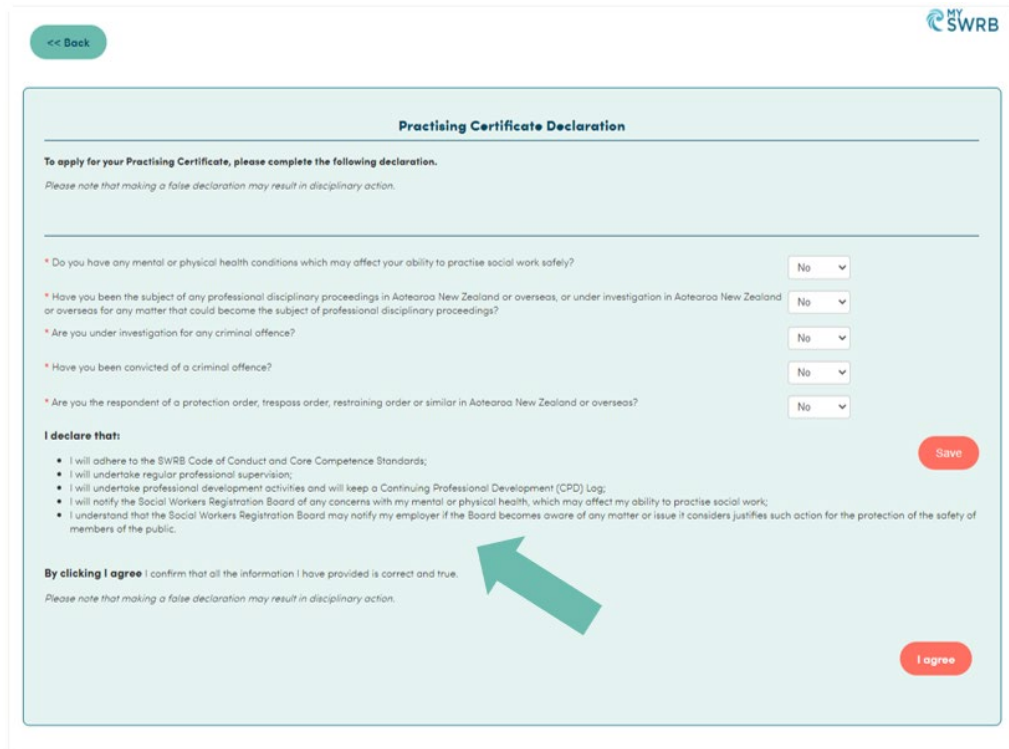
By clicking I agree I confirm that all the information I have provided is correct and true.

Please note that making a false declaration may result in disciplinary action.

Save

I agree

- Read the declaration.



<< Back

MY SWRB

Practising Certificate Declaration

To apply for your Practising Certificate, please complete the following declaration.

Please note that making a false declaration may result in disciplinary action.

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- I understand that the Social Workers Registration Board may notify my employer if the Board becomes aware of any matter or issue it considers justifies such action for the protection of the safety of members of the public.

By clicking I agree I confirm that all the information I have provided is correct and true.

Please note that making a false declaration may result in disciplinary action.

Save

I agree

- Confirm the information you entered is correct by clicking the 'I agree' button.

<< Back

MY SWRB

Practising Certificate Declaration

To apply for your Practising Certificate, please complete the following declaration.

Please note that making a false declaration may result in disciplinary action.

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* Have you been the subject of any professional disciplinary proceedings in Aotearoa New Zealand or overseas, or under investigation in Aotearoa New Zealand or overseas for any matter that could become the subject of professional disciplinary proceedings? No

* Are you under investigation for any criminal offence? No

* Have you been convicted of a criminal offence? No

* Are you the respondent of a protection order, trespass order, restraining order or similar in Aotearoa New Zealand or overseas? No

I declare that:

- I will adhere to the SWRB Code of Conduct and Core Competence Standards;
- I will undertake regular professional supervision;
- I will undertake professional development activities and will keep a Continuing Professional Development (CPD) Log;
- I will notify the Social Workers Registration Board of any concerns with my mental or physical health, which may affect my ability to practise social work;
- I understand that the Social Workers Registration Board may notify my employer if the Board becomes aware of any matter or issue it considers justifies such action for the protection of the safety of members of the public.

By clicking I agree I confirm that all the information I have provided is correct and true.

Please note that making a false declaration may result in disciplinary action.

Save

I agree

Step 6 - Action payment (if applicable)

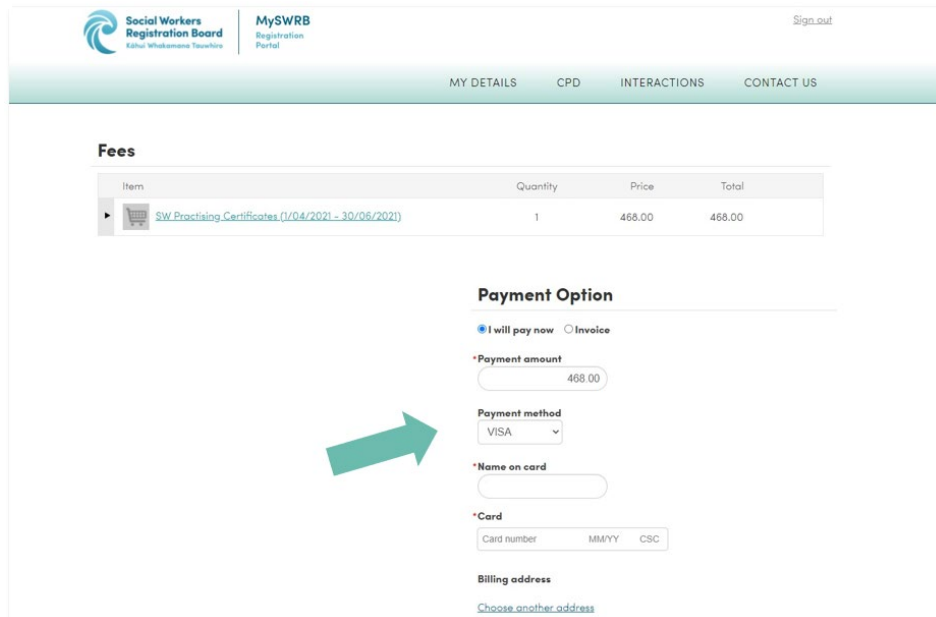
- Following your declaration, you will be connected to the payment screen.

<< previous step

Apply for Practising Certificate

Please wait while we connect you to the payment screen...

- To pay for your Practising Certificate, confirm your payment option as 'I will pay now'.
- Select your payment method (VISA, Mastercard or Debit card).
- Enter your payment details.



Fees

Item	Quantity	Price	Total
SW Practising Certificates (1/04/2021 - 30/06/2021)	1	468.00	468.00

Payment Option

☒ I will pay now ☐ Invoice

*Payment amount: 468.00

Payment method: VISA

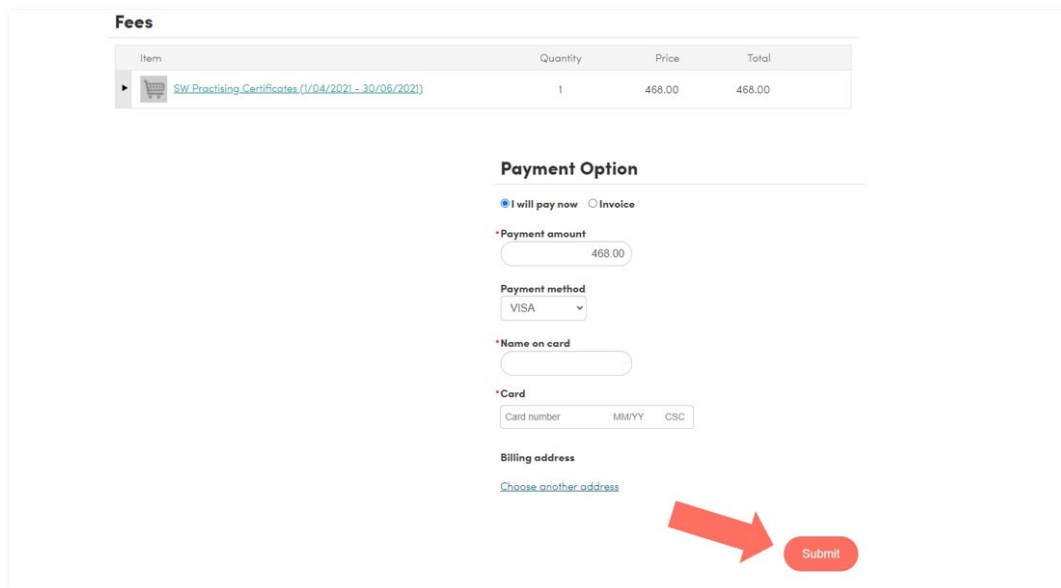
*Name on card

*Card

Card number: MMYY CSC

Billing address: [Choose another address](#)

- Click 'submit' to make payment.



Fees

Item	Quantity	Price	Total
SW Practising Certificates (1/04/2021 - 30/06/2021)	1	468.00	468.00

Payment Option

☒ I will pay now ☐ Invoice

*Payment amount: 468.00

Payment method: VISA

*Name on card

*Card

Card number: MMYY CSC

Billing address: [Choose another address](#)

Submit

Note: If you have a 'trusted employer', the payment options will not appear. You will just need to click 'submit'.

If your employer is not a trusted employer but wishes to pay on your behalf, you can request an invoice by clicking 'invoice' and 'Submit'. You will receive a confirmation email providing detailed instructions and an invoice will be generated in your 'interactions' tab. You can then forward this on to your employer to action payment.

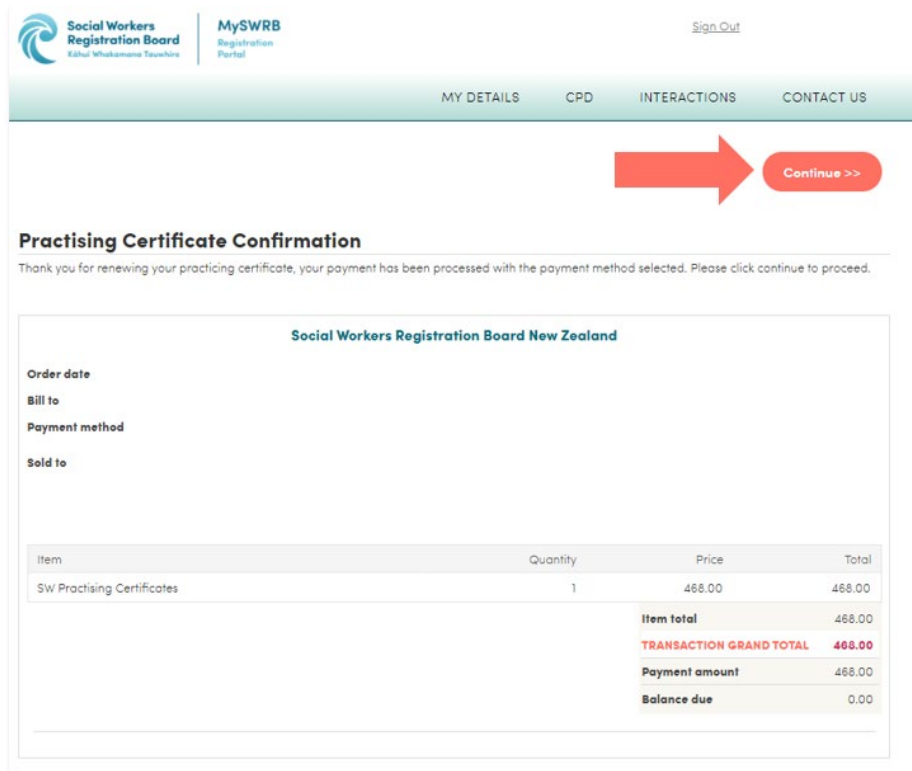
The screenshot shows the MySWRB Registration Portal interface. At the top, there are logos for the Social Workers Registration Board and MySWRB, along with a 'Sign out' link. A navigation bar contains links for 'MY DETAILS', 'CPD', 'INTERACTIONS', and 'CONTACT US'. The main content area is titled 'Fees' and displays a table with one item: 'SW Practising Certificates (1/04/2021 - 30/05/2021)' with a quantity of 1, a price of 468.00, and a total of 468.00. Below the table is the 'Payment Option' section, which includes radio buttons for 'I will pay now' (selected) and 'Invoice'. A green arrow points to the 'Payment amount' field, which is pre-filled with 468.00. Other fields include 'Payment method' (set to VISA), 'Name on card', 'Card' details (number, expiry, CSC), and 'Billing address'.

- A Practising certificate confirmation will be shown, displaying the processed payment with your details.

The screenshot shows the 'Practising Certificate Confirmation' page. At the top, there are logos for the Social Workers Registration Board and MySWRB, along with a 'Sign Out' link. A navigation bar contains links for 'MY DETAILS', 'CPD', 'INTERACTIONS', and 'CONTACT US'. A red 'Continue >>' button is visible. The main content area is titled 'Practising Certificate Confirmation' and includes a message: 'Thank you for renewing your practising certificate, your payment has been processed with the payment method selected. Please click continue to proceed.' Below this is a section titled 'Social Workers Registration Board New Zealand' containing order details: 'Order date', 'Bill to', 'Payment method', and 'Sold to'. At the bottom is a summary table with the following data:

Item	Quantity	Price	Total
SW Practising Certificates	1	468.00	468.00
Item total			468.00
TRANSACTION GRAND TOTAL			468.00
Payment amount			468.00
Balance due			0.00

- Click the 'Continue' button to move on to the Workforce survey.



Social Workers Registration Board | **MySWRB** Registration Portal [Sign Out](#)

MY DETAILS CPD INTERACTIONS CONTACT US

Continue >>

Practising Certificate Confirmation

Thank you for renewing your practising certificate, your payment has been processed with the payment method selected. Please click continue to proceed.

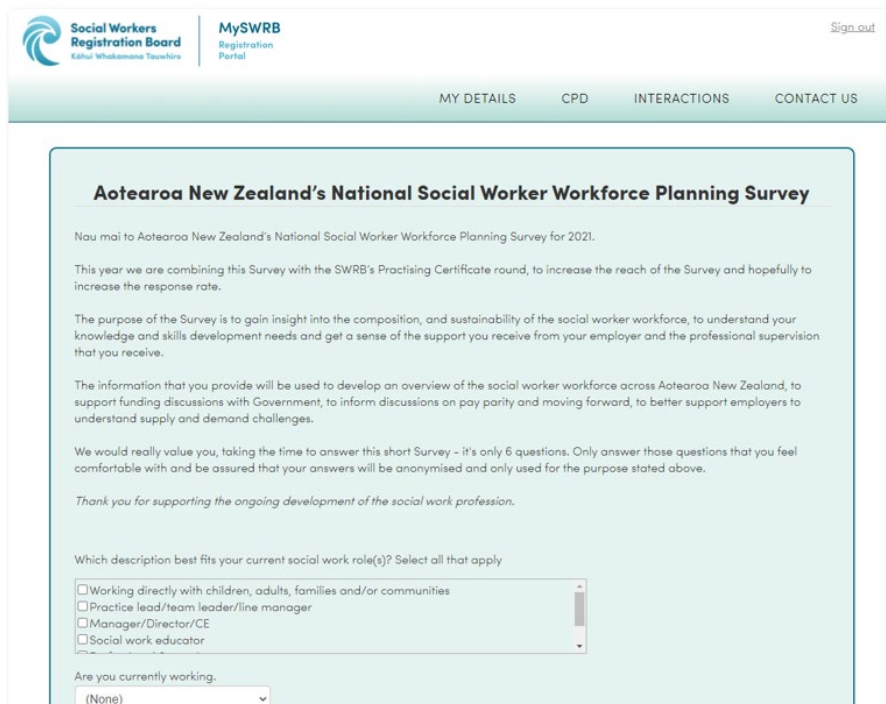
Social Workers Registration Board New Zealand

Order date
Bill to
Payment method
Sold to

Item	Quantity	Price	Total
SW Practising Certificates	1	468.00	468.00
Item total			468.00
TRANSACTION GRAND TOTAL			468.00
Payment amount			468.00
Balance due			0.00

Step 7 – Workforce Survey

- You will be asked to take part in the annual 'Workforce survey'. This is made up of 7 questions and takes less than 5 minutes to complete.



Social Workers Registration Board | **MySWRB** Registration Portal [Sign out](#)

MY DETAILS CPD INTERACTIONS CONTACT US

Aotearoa New Zealand's National Social Worker Workforce Planning Survey

Nau mai to Aotearoa New Zealand's National Social Worker Workforce Planning Survey for 2021.

This year we are combining this Survey with the SWRB's Practising Certificate round, to increase the reach of the Survey and hopefully to increase the response rate.

The purpose of the Survey is to gain insight into the composition, and sustainability of the social worker workforce, to understand your knowledge and skills development needs and get a sense of the support you receive from your employer and the professional supervision that you receive.

The information that you provide will be used to develop an overview of the social worker workforce across Aotearoa New Zealand, to support funding discussions with Government, to inform discussions on pay parity and moving forward, to better support employers to understand supply and demand challenges.

We would really value you, taking the time to answer this short Survey - it's only 6 questions. Only answer those questions that you feel comfortable with and be assured that your answers will be anonymised and only used for the purpose stated above.

Thank you for supporting the ongoing development of the social work profession.

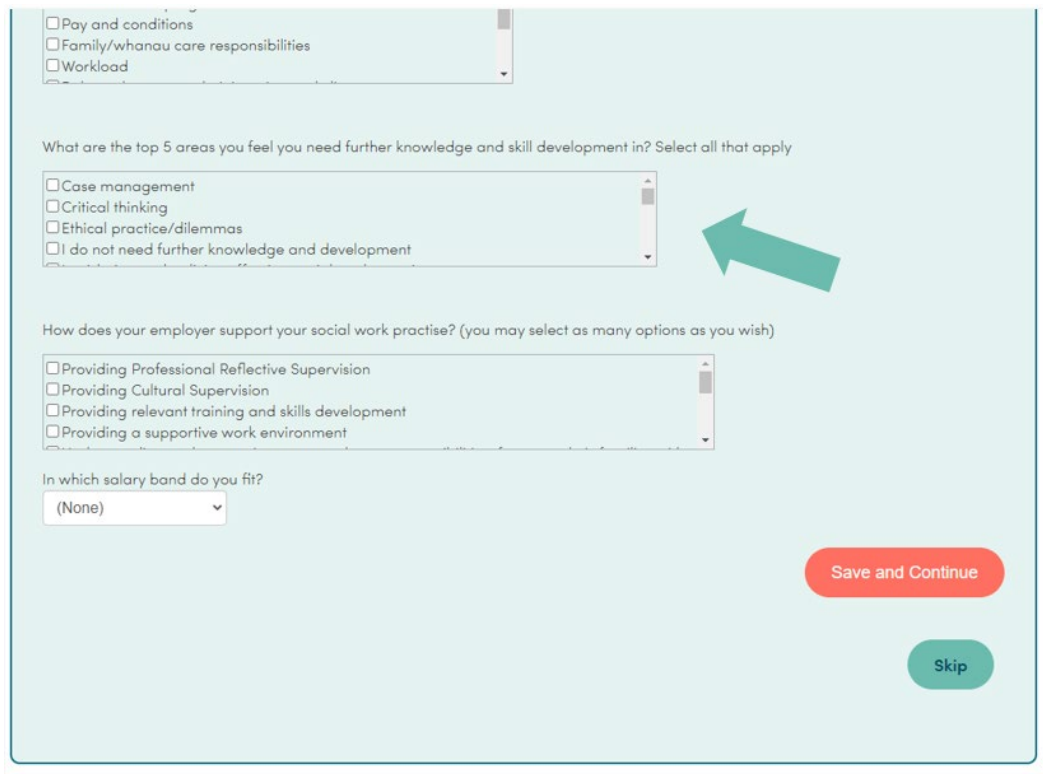
Which description best fits your current social work role(s)? Select all that apply

- ☐ Working directly with children, adults, families and/or communities
- ☐ Practice lead/team leader/line manager
- ☐ Manager/Director/CE
- ☐ Social work educator

Are you currently working.

(None)

- Answer the survey questions provided.



☐ Pay and conditions
☐ Family/whanau care responsibilities
☐ Workload

What are the top 5 areas you feel you need further knowledge and skill development in? Select all that apply

☐ Case management
☐ Critical thinking
☐ Ethical practice/dilemmas
☐ I do not need further knowledge and development

How does your employer support your social work practise? (you may select as many options as you wish)

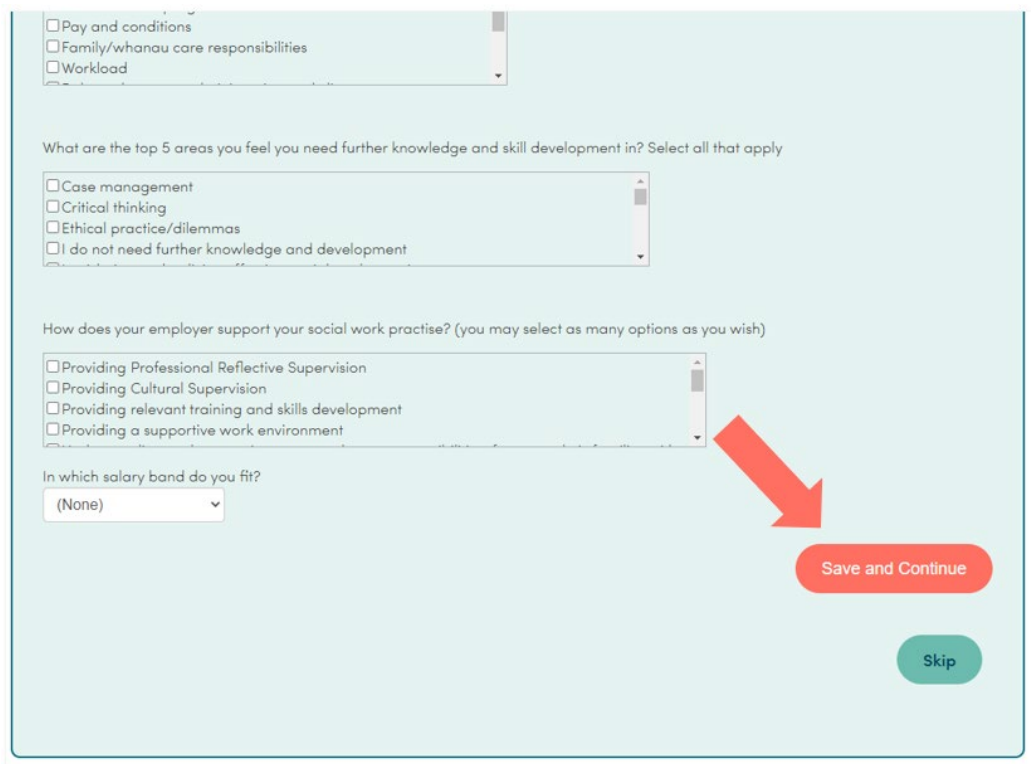
☐ Providing Professional Reflective Supervision
☐ Providing Cultural Supervision
☐ Providing relevant training and skills development
☐ Providing a supportive work environment

In which salary band do you fit?
(None)

Save and Continue

Skip

- Click the 'Save and Continue' button to submit your survey.



☐ Pay and conditions
☐ Family/whanau care responsibilities
☐ Workload

What are the top 5 areas you feel you need further knowledge and skill development in? Select all that apply

☐ Case management
☐ Critical thinking
☐ Ethical practice/dilemmas
☐ I do not need further knowledge and development

How does your employer support your social work practise? (you may select as many options as you wish)

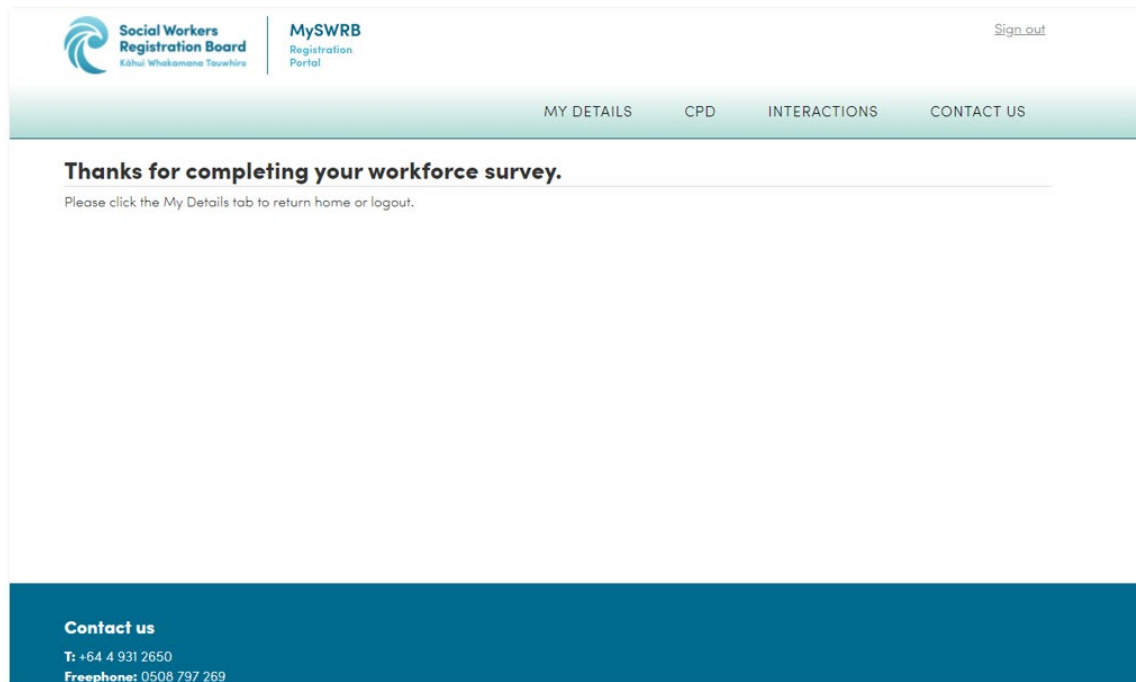
☐ Providing Professional Reflective Supervision
☐ Providing Cultural Supervision
☐ Providing relevant training and skills development
☐ Providing a supportive work environment

In which salary band do you fit?
(None)

Save and Continue

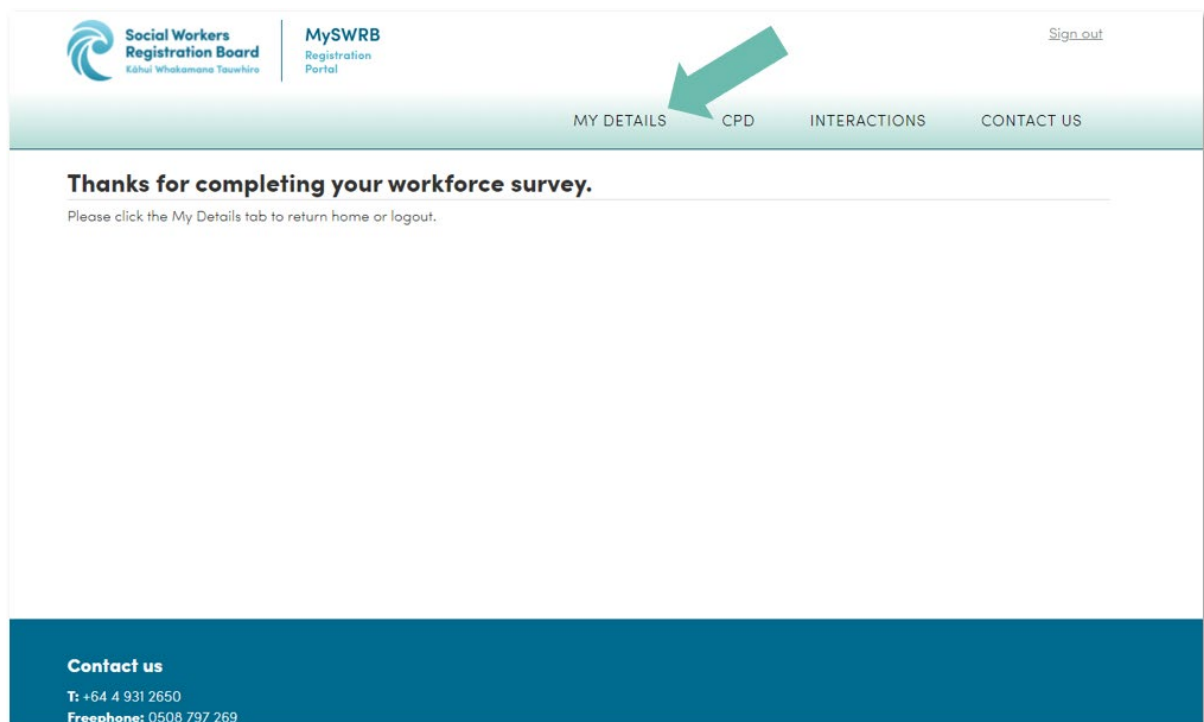
Skip

- A thank you message will appear once you have completed the survey.



Step 8 - Download digital copy of PC

- Click 'My Details' to return to your MySWRB account overview page.



- Download a digital copy of your PC by clicking the 'Download PC certificate' button on the right side of your home screen.

Social Workers Registration Board
Kāhui Whakamana Tauwhiro

MySWRB
Registration Portal

Sign Out

MY DETAILS CPD INTERACTIONS CONTACT US

My details

Registration number:

Job Title:

First name:

Preferred first name:

Middle name:

Name to display on register:

Last name:

Gender:

Previous name:

* Mobile/personal phone:

Date of birth:

Alternative email:

* Email address:

Work phone:

* Ethnicity:

Iwi:

Ethnicity 2:

Iwi 2:

If you would like a photo on your PC card please upload here. It needs to be a head and shoulders shot taken in the last 6 months.

[Change password](#)

Make a non practising declaration

Download PC certificate

View PC wallet size

- Your certificate will be generated as a PDF
- You can print off your certificate in A4 or wallet size to display as you wish.

Practising Certificate

This is to certify that:

John Doe

Registration number: 123456789

Expiry Date: 30/06/2021

May practise as a registered social worker in New Zealand, in accordance with the Social Workers Registration Act.

The Registrar, Social Workers Registration Board.
PO Box 3452, Wellington 6140.

swrb.govt.nz/public-register

Social Workers Registration Board
Kāhui Whakamana Tauwhiro

New Zealand Government